



REQUEST FOR QUALIFICATIONS

July 15, 2013

TO: Consultant with Financial Management/Accounting/Bookkeeping Experience to work with Church Street Marketplace Department staff, beginning August 15, 2013 through June 30, 2014,

FROM: Ron Redmond, Church Street Marketplace, 2 Church Street, Suite 2A, Burlington, Vermont 05401. 802-238-5598 or ron.redmond.vt@gmail.com

- I. **GENERAL INFORMATION:** The City of Burlington's Church Street Marketplace Department seeks a professional with experience in accounting/bookkeeping/financial management, to advise the staff of the Church Street Marketplace beginning August 15 through June 30, 2014.
- II. **SCOPE OF WORK:** Estimated at approximately 20 hours per month. Budget \$10,000. **DEADLINE** for submissions is FRIDAY, August 9, 2013 at 4 PM. The selected consultant will provide the following services:
 - A. Acquire a working knowledge of the City's New World financial management system.
 - B. Identify the use of any internal systems that duplicate New World
 - C. Analyze the departments Accounts Payable process; work with staff to strengthen and improve efficiency of A/P process.
 - D. Recommend and implement policies and procedures for more efficient revenue reconciliation. Working with staff and City's Clerk/Treasurer's Office, execute a quarterly revenue reconciliation system for:
 - a. common area fees
 - b. sidewalk café fees
 - E. Working with Marketplace staff, analyze and streamline the department's system for billing, collections and revenue reconciliation for:
 - a. corporate sponsorships
 - b. cart vendor fees
 - c. street performer fees
 - d. rent and property taxes collected for 62 Church & 180 College
 - e. advertising revenues from Shelburne Road & Main Street banners
 - f. fees from promotions on Church Street

- F. Provide advice and guidance during FY 15 budget process.
- G. Once each month, attend a Marketplace staff meeting (held weekly) to review department's financials, train staff to increase their financial literacy
- H. Update Church Street Marketplace Commission via brief report for monthly meetings.

III. SUBMISSION REQUIREMENTS & EVALUATION CRITERIA

- IV.**
- A. Cover letter describing your qualifications/experience including a description of your experience. Please highlight any experience you may have working with non-profit organizations and/or government agencies.
 - B. Your Resume
 - D. At least three professional references
 - E. Hourly rate(s) for your services to complete the scope of work.

DEADLINE: FRIDAY, August 9, 2013. Submissions may be sent by either US Mail (Church Street Marketplace, 2 Church Street, Suite 2A, Burlington, Vermont 05401) or by email (ron.redmond.vt@gmail.com) by 4 PM, August 9, 2013. Proposers are solely responsible for ensuring that proposals arrive on time. Upon the deadline, submissions will be publicly opened and recorded. Late replies WILL NOT be considered

- V.**
- EVALUATION CRITERIA. Consultants will be scored up to a maximum of 50 points based on the following evaluation criteria:
- A. Experience & Qualifications (30 pts)
 - C. Cost/Value (10 pts)
 - G. References (10 pts)